



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 01/27/2015	Employee Requisition Number ER-15121	JOB OPPORTUNITY	
Title/Position: COMPLIANCE EXAMINER			
Pay Grade SG 8	Salary Range \$25,168-32,822	Classification Full Time	
Department: CHILD CARE	Location: Okmulgee	Location Code: 98	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	Responsible for approval of individuals, home and child care facilities regarding provision of child care facilities under the Child Care and Development Block Grant and DHS guidelines. Shall be knowledgeable and adhere to State of Oklahoma DHS licensing requirements as well as tribal compliance standards. Works closely with other compliance examiner staff to ensure all tribally-licensed care centers, child care homes, after-school programs are monitored and meet state or tribal compliance regulations.
Principal Duties and Responsibilities:	<ol style="list-style-type: none">1. Conducts inspections, re-inspections, monitoring visits and complaint investigations to state and tribally licensed child care centers, and child care homes.2. Insure child care centers and facilities meet certification or state (DHS) licensing requirements.3. Proactively assist child care facilities in compliance with licensing/certification requirements and tribal and state regulations.4. Work with MCN Resource and Referral staff.5. Travel as needed; safely operate a tribal vehicle and comply with regulations governing vehicle use.6. Maintain and file reports on inspections and irregularities.7. Process child care provider applications.8. Maintain and update computer fields.9. Responsible for the correlation and issuance of Child Care Approval Certificates.10. Maintain working relationships with state and tribal entities.11. Must attend the National Administrative for Regulatory Administration annually.12. Attend other meetings as needed or assigned.13. Submits weekly report to Deputy Director.14. Provides training and development (as needed).15. Maintain confidentiality of all Office of Child Care clients and personnel.16. Other duties as assigned.
Minimum Requirements:	Associate Degree or High School Diploma or GED, with equivalent



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	experience. General knowledge of health and safety helpful.
Preferred Requirements:	Bachelors Degree, knowledge of Child Development, Health and Safety regulations, and special needs care.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	Special Considerations: Knowledge of Federal and State licensing requirements.

Competencies:

Customer Service:	Responds promptly to customer needs.
Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
Written Communication:	Writes clearly and informatively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.
Quantity:	Completes work in timely manner.
Safety and Security:	Observes safety and security procedures.
Attendance/Punctuality:	Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
Dependability:	Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

- ☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.

☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- ☐ Fumes or airborne particles ☐ Outside weather conditions ☐ Toxic or caustic chemicals
☐ Risk of electrical shock ☐ Vibration ☐ Loud Noise

Disclaimer:



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The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.